

	Policy & Procedures				No. 4.23	
	Subject: Equal Opportunity and Affirmative Action					
	Issuing Authority: Chief of Police			Effective Date: 01/19/2015	Review Date: 01/12/2023	
					References:	
Revision & Reissued Dates:	01/12/2017					

CALEA STANDARDS

31.1.1 31.2.1 31.3.1

Policy

The Department prohibits discrimination in employment on the basis of race, sex, color, religion, creed, age, national origin, ancestry, gender, gender identity, sexual orientation, military veteran status, age, and physical impairment. **31.2.1**

Affirmative Action

The Department recognizes that when the effects of employment practices, regardless of their intent, discriminate and create adverse impact against any group of people, affirmative action must be taken to ensure equal opportunity and to provide equitable remedies for the consequences of present and past discriminatory practices.

Department Commitment

Under the legal authorities of, but not an all-inclusive list thereof:

- Massachusetts General Laws Chapter 151B;
- The Equal Pay Act of 1963;
- Title VI and Title VII of the Civil Rights Act of 1964;
- The Age Discrimination Act of 1967;
- The Equal Employment Opportunity Act of 1972;
- The Civil Rights Act of 1991;
- Section 504 of the Rehabilitation Act of 1973;
- The Americans With Disabilities Act of 1990;

- The Family and Medical Leave Act of 1993.

The Department is committed, within the context of these laws to ensure equitable participation of minorities, women, military veterans and persons with disabilities in all of its daily operations.

Application / Statement of Objectives

This directive applies to all employment practices and employment programs sponsored by this Department. The Department shall review, investigate, and where necessary, initiate changes in its processes relative to facilities and programs accessible to the public, including for the provision of reasonable accommodation for persons with disabilities.

This directive shall also apply to the areas of recruitment, selections, promotions, termination, transfer of assignment, compensation, training, benefits, reasonable accommodations, and other terms and conditions of employment. **31.3.1**

Recruitment

The Chief of Police, along with elected Town Officials, is responsible for the administration and recruitment process for new hires. This includes working closely with the Town's Human Resources Department to achieve a diverse sworn staff, reflective of the available workforce. The Chief of Police compares current CPD personnel statistics for ethnic, cultural, racial, and gender composition with available workforce statistics to determine whether the Department statistics are in line. When the Chief indicates that a misalignment is apparent, the Department will endeavor to return to a diverse workforce reflective of the available workforce.

CPD's recruitment efforts are primarily web based making the information available to as much of the population as possible. To help with recruitment, CPD employees will participate in career days/job fairs when possible. In addition, CPD offers an Internship (College students) and Externship (Canton High students) Program. CPD is an Equal Opportunity / Affirmative Action employer. **31.1.1**

Program Benefits

The Department recognizes that successful implementation of this recruitment program provides positive benefits to society, by utilizing and developing potential for the public and all current employees and by expanding opportunities to a larger public and greater number of potential employees.

Management Employees Responsibilities

Management employees have responsibility for personnel in regards to this program and shall ensure compliance with legal requirements and the program's successful implementation.

All management personnel shall be evaluated on the success of this program in the same manner as their performance is evaluated relative to other Department goals and objectives.

Program Analysis

The Chief of Police along with members of the command staff will conduct a frequent analysis report on the recruitment plan which will include:

- a. Progress toward stated objectives; and
- b. Revisions to the plan, as needed.

The analysis report should include a description of progress toward the objectives and the results of recruitment efforts such as number of applicants from each recruitment source and the number of successful candidate hires.

Filing a Discrimination Claim 31.2.1

Any employee or applicant for hire that feels they have been discriminated against by the Canton Police Department is encouraged to file a charge with the U.S. Equal Employment Opportunity Commission's Office (EEOC). To protect the individual's rights, it is always best to contact EEOC promptly when discrimination is suspected.

The Boston office's hours of operation are from 8:30 a.m. to 5:00 p.m. Monday through Friday. 1-800-669-4000 or 1-800-669-6820 (TTY). Written correspondence can be made to the office at John F. Kennedy Federal Building, 475 Government Center, Boston, MA 022203-0506.